

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

DATE: 4 September 1952

SUBJECT: Weekly Activities Report -- Period 29 August - 4 September 1952

I. Outstanding Achievements of the Week

1. Project 52-50, Justification of O/TR Budget. Figures compiled for fiscal year '52 on the total number of Agency personnel receiving training in one or more of the training courses and programs conducted or administered by TR(G). These figures, forwarded to the Chief, Support Staff, will be used as the basis for cost data in support of the budget.

II. Important Developmental Plans

1. Project 52-8, National Security Presentations. Revised draft of this proposed program is in process.
2. Project 52-17, Near East Language and Area Program. A memo to the DD/P and DD/I was drafted requesting the appointment of Near East specialists to sit on a selection board to review the qualifications of applicants for this program. A meeting of the board will be called early next week. [REDACTED] was briefed on the background and planning for subject program. 25X1A9a
3. Project 52-18, Training for New Personnel. The draft of CIA Regulation on Basic Intelligence Training is being revised in line with the proposed twelve-week Basic Intelligence Course.
4. Project 52-19, Revision of CIA Regulation [REDACTED] Drafts of revisions of CIA Regulations [REDACTED] have been completed and will be coordinated with Support Staff before submittal to DD/TR(G) and D/TR for approval. 25X1A9a
5. Project 52-30, Seminar on International Labor Relations. [REDACTED] has been advised of our discussion with [REDACTED]. We should obtain his comments and recommendations on the course outline when submitted to us by [REDACTED]. [REDACTED] was briefed on the background and planning for this proposed program. 25X1A9a
6. Project 52-37, Collection and Source Exploitation Manual. A run-off of source material in the OCD library has been received and is being reviewed for the selection of materials to be examined as bibliographic as well as basic text materials.

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 16 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS 5C RET. JUST. 22
NEXT REV DATE 10 REV DATE 30/4/58 REVIEWER 16/9 TYPED OC. 02
NO. PGS 3 CREATION DATE [REDACTED] ORG COMP 11 CPU 11 ORG CLASS 5
REV CLASS C REV ORG. AUTH: HR 70-3

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Security Information

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7. Project 52-42, Commo Training Requirement. The Office of the General Counsel advised us that they were unable to do a complete research job by the date we requested on the legality of collecting the cost of tuition from employees who start a training program and then drop it before completion. A recommendation will be drafted upon receipt of a reply from General Counsel.
8. Project 52-43, Agency Training Requirements. Staff planning for subject project is in process.
9. Project 52-44, Mission and Functions of TLO's. Draft of proposed CIA Regulation on the missions and functions of TLO's in process of revision in line with suggestions of division and staff chiefs of TR(G).
10. Project 52-49, Reading Improvement Course for Contact Division, O/O. Discussed the requirements of O/O for subject course with Major [REDACTED]. Further action on this project will be withheld pending receipt of a modified request for reading improvement training from O/O.
11. Project 52-51, Fiscal Report of the Registrar. Draft of proposed O/TR Regulation on an annual report of the registrar for each fiscal year, including the total number of personnel in training and the total number of training units during the fiscal year completed. This report will furnish the information necessary to the Support Staff for figuring cost data for the budget defense; draft will be coordinated with the Registrar and Support Staff before submittal to DD/TR(G) and D/TR for approval.
12. Project 52-52, Mission and Functions of Chief, S/PP. Draft of mission and functions of Chief, S/PP, is in process. It will be presented to the Office of Personnel for job classification purposes.

III. Contributions to Intelligence Efforts in the Departments and Agencies of the Government

1. None.

IV. Contributions by Other Intelligence Agencies or Individuals

1. None.

V. Requests for Special Training

1. None.

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